



County of San Diego, Planning & Development Services
MINOR USE PERMIT STAFF CHECKLIST
ZONING DIVISION

PART I: MORATORIA

YES NO

☐ ☐ Is the project affected by moratoria or other limitations?

PART II: DOCUMENTS

- ☐ ☐ Discretionary Permit Application (PDS-346). Is the front filled out? Be sure to fill out the back for computer.
- ☐ ☐ Supplemental Application (PDS-346S). Be sure to stress to the applicant that these questions explain the project to the Department.
- ☐ ☐ Environmental Documents
- ☐ AEIS Package – Four copies, USGS Map and photos
- OR**
- ☐ EIR Package – Five copies of EIR and 2 copies of the letter requesting a waiver of an AEIS
- OR**
- ☐ (PDS-366) – Previous ND or EIR adequately covers the project, include AEIS package
- OR**
- ☐ The project is categorically exempt from CEQA. No environmental documentation is needed.
- ☐ ☐ Two copies of a Stormwater Management Plan.
- ☐ ☐ Evidence of Legal Parcel (PDS-320). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded).
- ☐ ☐ Disclosure Statement (PDS-305).
- ☐ ☐ Agent Authorization – if applicable.
- ☐ ☐ Project Facility Availability Letters
- ☐ Fire Letter (PDS-399F).
- ☐ School Letters (PDS-399SC). Letter for each applicable school district.
- ☐ Sewer Letter (PDS-399S).
- ☐ Water Letter (PDS-399W).
- ☐ ☐ Public Notice Package.
- ☐ Assessor's Map(s) properly marked.
- ☐ Typed list of affected property owners.
- ☐ One set of stamped and addressed envelopes.
- ☐ One set of gummed labels.
- ☐ Complete Public Notice Certification Form (PDS-514).
- ☐ Supplemental Public Notice Certification (PDS-299).
- ☐ Vicinity Map/Project Summary (PDS-524).

----- OFFICIAL USE ONLY -----





County of San Diego, PDS, Zoning Division MINOR USE PERMIT STAFF CHECKLIST

Continued

YES NO

- ☐ Posting of Notices (PDS-298). Give the applicant copies of PDS-319 to be posted within 10 days of acceptance of application.
- ☐ ☐ Acknowledgment of Filing Fees and Deposits (PDS-126).
- ☐ ☐ Notice to Applicants for Site Plans, Variances, Administrative Permits and Use Permits (PDS-581).

PART III: PLOT PLANS

- ☐ ☐ Copies – see coversheet of application folded to 8½" x 11" maximum with the lower right hand corner exposed. Eighteen copies if there is a "B" Designator. Multiple sheets must be stapled into sets. (One additional plot plan required for Wireless facilities in addition to those required above)
- ☐ ☐ Legibility – Faded prints which are difficult to read or reproduce are not acceptable.
- ☐ ☐ Grading – A preliminary grading plan must be filed with a Minor Use Permit conforming to all requirements of Section 87.203 of the San Diego County Code of Regulatory Ordinances, except that it shall not be required to show the estimated grading starting and completion dates. The level of detail required may be less than would be required for actual construction, but shall be sufficient to permit analysis of all on-site and off-site environmental impacts and mitigation measures.
- ☐ ☐ The preliminary grading plan shall be on a separate sheet and cannot be incorporated into the plot plan for the project.
- ☐ ☐ Equipment – Show location of all permanent noise-producing equipment.
- ☐ The project has been deemed complete pursuant to the California Governmental Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application.

PART IV: WIRELESS APPLICATIONS

YES NO

- ☐ PLOT PLAN – One (1) additional plot plan. In addition to the requirements for Minor Use Permit plot plans, all plot plans shall show:
- ☐ The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary.
- ☐ The lease area of the proposed facility clearly identified.
- ☐ If the facility frequency is 1,200 megahertz or less submit a copy of the Federal Communications Commission Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3. N/A for Generator addition only: If not present in previous file, applicant may have to provide.
- ☐ Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant's existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network. N/A for Generator addition only: If not present in previous file, applicant may have to provide.



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Continued

YES NO

- ☐ Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color + finish palette, proposed screening, photo simulations and a map depicting where the photos were taken.
- ☐ Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.
- ☐ If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- ☐ A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable. N/A for Generator addition only.
- ☐ Three (3) copies of a report containing the following:
 - ☐ Description of anticipated maintenance and monitoring program.
 - ☐ Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - ☐ If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically or legally feasible. N/A for Generator addition only:
 - ☐ Listing of hazardous materials to be used on-site.
 - ☐ If high visibility facility, the value of the proposed facility.
 - ☐ Proof of access (cell sites accessed via private road easement).
 - ☐ Certified As-Built plans (cell sites being proposed on parcels with an existing SFD or other structure being serviced by a septic system).

MINOR DEVIATION APPLICATION

- ☐ ☐ Application (PDS-346). Is the front filled in? Be sure that the back is filled out.
- ☐ ☐ Supplemental Application (PDS-346S). Check and make sure that the applicant has adequately described the change(s) to the Minor Use Permit.
- ☐ ☐ Plot Plans. Six (6) copies clearly showing the proposed changes. It often helps to show both what was and the proposed changes by the use of dashed or dotted lines.
- ☐ ☐ Applicable Fees. Refer to the Fee Schedule (PDS-369).